

# **THE DAILY ACTIVITIES AT PUBLIC DIVISION OF YOGYAKARTA PROVINCIAL TOURISM AUTHORITY**

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## ***ABSTRACT***

*Yogyakarta Provincial Tourism Authority is a government instituion. This report described all my internship program activities in a tourism authority. My Internship program was conducted in Yogyakarta Provincial Tourism Authority from 7th March until 31st May, 2016. In this institution, I was placed in 3 kind of divisions; Programs and Informations Division, Private Team Secretary, and Public Division. Though, this report was focus on all activities in Public Division. There were so many tasks that I did in this division such as organizing the disposition, assisting the meeting, and joining toursim event. In organizing the disposition, I identified the code or class for each letter. In assiting the meeting, I had the responsibility to prepare the meeting stuffs and being the note taker. In joining tourism event, I could know how is the implementation of governement program in tourism sector. As the result, I could know how to be a staff in government institution and how government maintain toursim sector.*

**Keyword :** *Tourism Authority, Public Division*